

ENVELOPES

- **Letter-size envelopes**, 4-1/8 x 9-1/2 – You can fit 5 sheets of bond paper in a letter-size envelope.

Using a large flat envelope to mail 1-2 pieces of paper, weighing less than 1 ounce costs an additional **12 cents**.

- **Flats** – Large envelopes. Example: 9-1/2 x 12 or 9-1/2 x 12-1/2. Use when you have more than 5 sheets of paper or sending something that should not be folded, such as a “Certificate of Appreciation.”
- **U.S. Government Messenger Envelopes** (Form No. 50 65-303) – Commonly called “chain or wholly envelopes.” These are used for internal USDA mail.

These envelopes can also be used for pouch mail going to Minneapolis, MN, New Orleans, LA, Raleigh, NC, and Fort Collins, CO. Write the word “POUCH” on the envelope.

Do not use letter-size envelopes or flats for internal USDA mail. These could be mistaken for outgoing mail and could be metered. Please use chain envelopes or special blue envelopes.

- **Special blue envelopes** (Form No. 53-E-8701) – These are used internally for sensitive or personal information, such as personnel documents.
- **Priority Mail Flat Rate Envelopes** - The postage charge for a Priority Mail Flat Rate Envelope, regardless of weight, is \$4.05. This is cheaper than the FedEx letter rate or FedEx Pak. Estimated delivery time is 1-3 days.

Letter size envelopes, flats, and Priority Mail Flat Rate Envelopes are available through the Riverdale Mail Center at Room 1A03.

U.S. Government Messenger Envelopes (Form No. 50 – 65-303) must be purchased through GSA

Special blue envelopes (Form No. 53-E-8701) can be purchased from GSA or the Beltsville Service Center.

The phone number for the Beltsville Service Center is 301-394-0400

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